

Procedure for Online Reservations

Log into your ActiveNet account

- If you don't have an ActiveNet account, please follow the process to create an account.

Select "Reservation" at top of screen

Resource Search

- Scroll through the list of facilities and click on the blue picnic area you want to rent
- One rental per day/per person/per rental block
- You're now on the screen for the picnic area you selected
 - Click in the "Date/When?" box
 - When the drop down calendar comes up, select the date you want your event to start
 - Go down to the box under "Time Range" click to change the time to 10:00AM or 2:00PM (Make sure you click AM or PM) **(MAKE SURE YOU DON'T CLICK OUT OF THE DROP DOWN BOX OR YOU'LL HAVE TO START OVER)**
 - Click "Apply"
 - Enter the number of attendees (must not exceed 25)
 - Select "Proceed"

Reservation Form

- Complete "Event Details"
 - Use the drop down arrow to complete "Who do you reserve for". This is the responsible party who is paying for the reservation.
 - Fill in the "Event Name". You can put in family reunion, baptism, etc.
 - Use the drop down arrow to complete "Event Type". Select "Picnic Rental".
- If everything looks correct, click "Reserve" - Disregard the "Add another resource" button

OR

- If you don't want the reservation, go above Reservation Form and click "Search Results" which will take you to the Resource Search page
- If you decide to resume your previous reservation, click the green "Back to Form" button at the bottom of the page and continue the reservation process
- If you want to delete the pending reservation, click the "X" on the bottom left of the Resource Search page

Shopping Cart

- Review your reservation cost
- Check the "Reservation Waiver" box
- Check the green "Check Out" box

Check Out

- If you already have a credit card in ActiveNet, put in the CVV/CVC code (3 digits on back of card) from the back of your credit card
- If you want to add a new credit card click the “Add a new credit card” button” and complete the information
- Verify your Billing Address or click “Update billing address” to put in new address
- Click “Pay”

Confirmation

- This is your receipt for your reservation
- Click the blue “View printable receipt”. This takes you to the page to print your permit

Receipt

- Click the blue “Permit Number” and print a copy.
- Bring this with you as your proof of the reservation. This page contains the permit number and the date/location of your reservation